

### RESPITE SERVICES FOCUS REVIEW

Residential or Day Program Setting/Address:	Reviewer Name:
Core sample individual name/#:	

Date and time (start and finish) of observations/interviews:

Describe setting, location and who was present during observations:

Cleanliness or environmental concerns noted (obstructions to exits, are smoke detectors working, are safe practices observed, is the environment safe, clean, and adapted to individual needs, is protective equipment available on-site [fire extinguishers, equipment guards, etc.]):

Summary of comments/recommendations for action based on completion of form: (Note facility and staff strengths and suggested follow-up items)

**RESPITE SERVICES FOCUS REVIEW**

BASED ON <b>OBSERVATIONS</b> – THE FOLLOWING IS PRESENT (404 NAC 8)	YES/NO/NA – NOTES FROM <b>OBSERVATIONS</b>
The respite provider protects the confidentiality of the individual's and Respite information.	
The respite provider prepares and serves any appropriate meals and/or snacks to meet the individual's dietary needs (as explained by the usual caregiver).	
The individual follows a normal pattern of life. People get up, dress, stay in day time clothing, until their regularly scheduled bathing time.	
Respite is NOT available when the caregiver is paid to deliver services.	
Individuals have personal possessions and Respite for adults is ONLY provided by enough personal clothing.	
• How are individuals dressed?	
Are they clean and clean clothing?	
Respite for children and teens is provided by specialized DD providers or non-specialized providers (if living in their family home).	
Individuals observed being taught personal hygiene skills and other skills promoting demonstrating acceptance of, respect for, and self-help & independence.	
Disabled.	
Throughout the observations, there is enough staff to promote independence and create a learning environment.	
The respite provider has training or experience in the performance of the service(s) being provided and is able to perform tasks required for the individual's needs.	
When the opportunity presents itself, staff:	
The respite provider exhibits the capacity to:	
• encourages and teaches individual rights.	
• Assume responsibility,	
• Follow emergency procedures.	
Overall, interactions between individuals and staff are genuine, respectful and sincere.	
• Adapt to new situations?	
• Do staff talk with folks?	
• Is the tone friendly?	

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BASED ON <b>OBSERVATIONS</b> – THE FOLLOWING IS PRESENT (404 NAC 8)	YES/NO/NA – NOTES FROM <b>OBSERVATIONS</b>
Habilitation is observed throughout the visit. <ul style="list-style-type: none"> <li>• What activities are taking place?</li> <li>• Are they active or passive?</li> <li>• What materials/supplies are in use?</li> <li>• Is the environment supportive of learning? (e.g. noise, odors, equip.)</li> </ul>	
Staff provides individuals with many opportunities to have choices and participate actively in their day.	
During the observation, individuals are working on skills and programs that are verified in the individual records.	
Interventions to manage inappropriate behaviors are not for staff convenience & individuals are supported in finding other appropriate options to the behavior.	
Individuals are actively encouraged by staff to learn new skills and programs. (Can staff explain the purpose of the activities?)	
From observations only, all individuals appear healthy and have no obvious health needs.	
From observations only adaptive equipment appears to be in good condition and properly maintained.	
Individuals are being taught how to use specific specialized equipment and assistive devices (i.e. hearing aids, dentures, wheelchairs, etc.)	

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## RESPIRE SERVICES FOCUS REVIEW

DURING INTERVIEWS with staff and/or individuals, it is apparent: (404 NAC 4 & DDD Specialized Services Description)	YES/NO – NOTES FROM INTERVIEWS
The respite provider observes and reports all changes which affect the individual and/or the individual's plan to the service coordinator, taking action as necessary.	
The respite provider has knowledge and understanding of the needs of individuals with intellectual or developmental disabilities.	
The respite provider accepts responsibility for the individual's safety and/or property.	
The respite provider has knowledge of basic first aid skills and of emergency responses.	
The respite provider has obtained adequate information on the supports necessary to meet the medical and personal needs of the individual.	
Services are flexible and person centered.	
Services promote the freedom for an individual to live a meaningful life and participate as a member of the community.	
The facility promotes social activities in the community reflecting the preferences of the individuals living there.	

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DURING INTERVIEWS with staff and/or individuals, it is apparent: (404 NAC 4 & DDD Specialized Services Description)	YES/NO – NOTES FROM INTERVIEWS
Individuals are encouraged to express a choice of personal belongings, decorations, & clothing.	
Family is notified promptly of incidents/injuries.	
The use of restraints is prohibited. Individuals report that they are free from restraints.	
Individuals communicated that they (individuals) were free from abuse and neglect. They do not appear fearful of staff or housemates.	